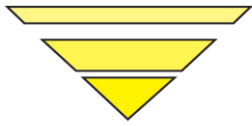


DIVISION OF
**DEVELOPMENTAL
DISABILITIES**



Division Directive Number
2.040

Effective Date: July 15, 2007

Revised: October 31, 2008

Bernard Simons

Bernard Simons, Director

Title: Qualified Developmental Disability Professional (QDDP) Qualification

Applies to: The qualification of QMRP/QDDP as referenced in services provided through the Division of DD administered Home and Community Based Services, 1915(c) Medicaid Waivers. QDDP is the equivalent of the term QMRP when referenced in any Division of DD documents, regulations or statutes.

Purpose: To provide guidance to providers in determining if potential employees meet the qualification of Qualified Developmental Disability Professional (QDDP).

Some DD Home and Community Based Waiver Services require the provider to have Qualified Developmental Disability Professionals (QDDPs) providing oversight of the delivery of services. The Division's approved waiver applications indicate the state follows the federal definition of QMRP which is defined in the Code of Federal Regulations at 42 CFR483.430 (a) (1). Therefore, exception to the federally defined definition of the QMRP qualification may not be granted through the DMH Exception Process (9 CSR 10-5.210).

Qualified Developmental Disability Professional (QDDP)

The following represents the minimum requirements for individuals to be considered Qualified Developmental Disability Professionals:

Psychologist: A person with at least a master's degree in psychology from an accredited school and with at least one year of experience in working directly with persons with developmental disabilities.

Physician: A doctor of medicine or osteopathy who has at least one year of experience in working directly with persons with developmental disabilities.

Social Worker: A person who holds a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or a person who holds a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body. The social worker must also have at least one year of experience in working directly with persons with developmental disabilities.

Occupational Therapist: A person who is eligible for certification by the American Occupational Therapy Association or another comparable body and who has at least one year of experience in working directly with persons with developmental disabilities.

Physical Therapist: A person who is eligible for certification by the American Physical Therapy Association or another comparable body and who has at least one year of experience in working directly with persons with developmental disabilities.

Speech Pathologist or Audiologist: A person who is eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the Speech-Language-Hearing Association or another comparable body; or a person who meets the educational requirements for certification and who is

in the process of accumulating the supervised experience required for certification. A speech pathologist or audiologist must also have at least one year of experience in working directly with persons with developmental disabilities.

Registered Nurse: A person who is a registered nurse and who has at least one year of experience in working directly with persons with developmental disabilities.

Professional Recreation Staff Member: A person who has a bachelor's degree in recreation or in a specialty area such as art, dance, music or physical education and who has at least one year of experience in working directly with persons with developmental disability.

Human Services Professional: A person who has at least a bachelor's degree in a human services field (including, but *not* limited to: human behavior (e.g., psychology, sociology, speech communication, gerontology, etc.), human skill development (e.g., elementary or secondary education, special education, early childhood education, counseling, human development, rehabilitation), humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs (e.g., rehabilitation counseling, dietetics), or the human condition (e.g., literature, the arts). and who has at least one year of experience in working directly with persons with developmental disabilities.

Qualifying Education: A bachelor's degree from an accredited college or university is required with a minimum of 24 or more semester hours or 36 or more quarter hours of credit in one or a combination of human services field specialties. Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.

Qualifying Experience: One year of experience means, one or more years of professional experience as a Registered Nurse, or in social work, special education, psychology, counseling, vocational rehabilitation, physical therapy, occupational therapy, speech therapy, or a closely related area; **or** one or more years of experience in providing direct care to persons with developmental disabilities. One year of qualifying experience must be experience that equates to at least 2080 hours and excludes work as a volunteer. Qualifying experience from providing direct care to persons with developmental disabilities is experience attained prior to or after the minimum education requirement is met. A person who has earned a minimum of 24 graduate credit hours from an accredited college or university in a qualifying human services field may substitute the graduate hours for the required experience.

Evaluating a Potential Employee's Credentials for QDDP:

If a potential employee has a bachelor's degree and at least one year of qualifying experience in working directly with persons with developmental disabilities, but it is not clear to the provider whether the degree area is considered a human services field, the provider should request a 'certified/official' copy of the individual's transcript.

- A. If the transcript verifies the individual has 24 or more semester hours of credit (or 36 or more quarter hours of credit) in one or a combination of human service field courses and the person meets the experience requirement, the provider may consider the person meets the QDDP education requirement.
- B. If the transcript verifies the person has 12 semester hours (or 18 quarter hours) of course work in a human services field, a teaching certificate in the area of autism, behavior disorder, severely emotionally disturbed (SED), learning disorder, deaf & hearing impaired, blind and partially sighted, and at least five (5) years of teaching experience in such area of specialization, the provider may consider the person meets the QDDP education requirement.

Courses that may be considered “in a human services field” and may be counted toward the 24 or 12 semester hour requirements include but are not limited to: sociology, special education, social work, rehabilitation, counseling, psychology, nursing, medical, speech pathology, speech communication, gerontology, physical therapy, occupational therapy, recreation therapy, dietetic, addiction, early childhood, early education, child protection, human development, criminal justice, general education, art, anthropology, music, liberal arts, and family studies.

Courses that are not considered “in a human services field” and may not be counted toward the 24 or 12 hour requirements include but are not limited to: mathematics, business, accounting, agriculture, biological sciences, business administration, chemistry, chemical engineering, geology, computer science/information, economics, history, journalism, political science, statistics, athletics/sports, human resources, foreign languages, marketing, theater, public administration, commerce, management, public relations, recreation and parks administration, and restaurant management.

If after reviewing the potential employee’s ‘certified/official’ transcript, the provider is unable to determine if the person meets the criteria in A or B above but believes courses on the transcript should be considered in the human services field, the provider may submit a written request along with copies of certified/official transcripts and other supporting documentation to the Regional Director requesting assistance in confirming the credentials. The Division’s District Administrators will review the credentials if the provider and Regional Director are unable to reach a mutually acceptable decision.

An individual currently employed or who has previously been employed as a Case Manager I or Habilitation Specialist I for the Missouri Division of Developmental Disabilities is considered qualified as a QDDP.

Providers have final responsibility for hiring qualified staff. This includes verifying employee credentials and maintaining any related documentation. A form is attached that may be used by providers wanting assistance from the Regional Office in assessing the credentials of a potential employee whose education and experience have been verified, but it is not clear the education is in a human service field or that the experience is in the DD field.

CIST Qualification Exception

The Individualized Supported Living (ISL) service definition requires the Community Integration Skills Trainer (CIST) to meet the qualification of QDDP. A provider may request written approval from the Regional Director for a specifically proposed individual who does not have a degree, to be approved as the CIST. In such a case, a year of experience working with persons with developmental disabilities may be substituted year for year for the educational requirement. If granted, the approval is for the specifically proposed person. Persons approved to work as a CIST based on a combination of education in the Human Services field (see definition under QDDP section) and experience or substituted experience only, are not deemed to be QDDP qualified and may not function in the role of QDDP in waiver service delivery. In determining the appropriate combination of education and experience, six (6) semester hours in a Human Services field is equivalent to one year of experience, twelve (12) semester hours is equivalent to two years of experience, eighteen (18) semester hours is equivalent to three years experience, etc. For example, an individual who has three years of experience in the DD field and a minimum of six semester hours of education in the Human Services field may be considered by the Regional Director for an exception.

A form is attached that may be used by providers requesting a written approval from the Regional Director for an individual, who does not meet the qualification of a QDDP, to be a CIST based on experience and education.

Note: The Regional Director may not provide an exception to the QDDP qualification. The Regional Director is approving a substitute qualification for the position of CIST. The CIST may not serve as the "primary manager" or "Community Specialist" for the ISL.

When a person who is not a QDDP has been approved to function as a CIST, the individual may provide the following functions at the specific ISL(s) where the education requirement exemption has been granted:

- supervises and trains direct support staff,
- directly involved in care planning,
- designs training programs,
- monitors program implementation,
- writes monthly reviews,
- identifies community resources, and
- facilitates opportunities for natural supports and community integration.

A CIST who is not a QDDP may not:

- perform QDDP functions in any other provider programs/services or perform sign-off functions for a QDDP,
- serve as the Community Specialist (primary manager) for the ISL(s),
- supervise other CISTs,
- supervise overall ISL planning and training,
- be assigned primary ISL quality assurance responsibility,
- facilitate the development of the person centered plan if the Regional Office has delegated this to the provider, or
- change the person centered plan.

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Authority:

- Code of Federal Regulations: 42 CFR 483.430 http://edocket.access.gpo.gov/cfr_2005/octqtr/42cfr483.430.htm
- Code of State Regulations: 9 CSR 45-3.010(1)(D) <http://www.sos.mo.gov/adrules/csr/current/9csr/9c45-3.pdf>
- Waiver Manual -13.17 Qualified Mental Retardation Professional (QMRP) -13.19.B(3) Community Integration Skills Trainer (CIST) <http://www.dmh.mo.gov/mrdd/provider/waivermanuals.htm>
- PCP Guidelines 2005 <http://www.dmh.mo.gov/mrdd/provider/providerhome.htm>

Division of Developmental Disabilities
Review of Qualifications for QDDP or CIST Designation

Providers are responsible for verifying the credentials of staff they employ to provide professional QDDP or CIST functions when services authorized by the Regional Office are funded with state and/or federal tax dollars. This form/process is only completed by the Division of DD when the provider's candidate for employment as a:

1. QDDP has at least a bachelor degree from an accredited college or university but it is not clear if the individual has a minimum of 24 or more semester hours or 36 or more quarter hours of credit in one or a combination of qualifying human services field courses, or has experience that is not clearly in the field of DD and the provider, after reviewing the candidate's certified/official transcript(s) and other credentials, is uncertain the individual qualifies as a QDDP.
2. CIST does not meet the qualifications of a QDDP and the provider requests a written approval from the Regional Director.

Applicant Name:	
Requesting Provider:	
Date of Request:	
List Degree(s):	

Part 1: Assessment of Educational Requirements

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified/official transcript was reviewed. (QDDP/CIST) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Degree is in a qualifying human service area. (QDDP) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual has 24 hours of qualifying human services coursework. (QDDP) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual has 12 hours of qualifying human services coursework and a qualifying teaching certificate. (QDDP) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual has appropriate number of credit hours in a Human Service field. (CIST) |

If criteria not met, explain:

Part 2: Assessment of Experience Requirement

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual has 1 year of qualifying experience working with individuals with MR/Division of DD obtained after the degree was earned. (QDDP) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual meets the appropriate number years of experience working with individuals with MR/Division of DD. (CIST) |

If criteria not met, explain:

QDDP/CIST Determination

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Individual meets the QDDP educational and experience requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Individual meets the CIST educational and experience requirements. |

Comments:

The Division of Developmental Disability's review and conclusion is based on the prospective employee's certified transcript and work history which the provider has verified are valid before the documents were submitted to the Regional Office for consideration.

Regional Director

Date

FREQUENTLY ASKED QUESTIONS

1. Does a person have to have a degree to qualify as a QDDP?
Yes, with one exception. Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.
2. Can years of experience be substituted for a bachelor degree for QDDP designation?
No. The only exception is that additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.
3. Does the year of qualifying experience have to be after the degree is earned, or can the year of experience be from job experience prior to earning the degree or while earning the degree?
The qualifying 1 year of experience must equate to 2080 hours of work and excludes work as a volunteer. Qualifying experience may be prior to earning the degree or after earning the degree.
4. Are degrees in Communication and Communications considered degrees in a human service field?
Since educational curriculums vary from school to school, these are not automatically included nor excluded. Review the transcript and determine if the degree included 24 or more hours of courses considered to be in the human service field.
5. What if a College or University awards credits in a measurement other than semester hours? Can those credits be counted? *Yes. For example, 36 quarter hours of credit are equal to 24 semester hours of credit.*
6. If a person is on a register for the position of Case Manager I or Habilitation Specialist I, is that sufficient evidence that the person qualifies as a QDDP? *No. Individuals self report their education and experience in this web-based system. At the point a person's name has been added to a register, the person's education and experience have not been verified. The provider is responsible for verifying the individual's education and experience to confirm the person qualifies as a QDDP.*